



City of Columbus Community Development Block Grant Application Request

2007

Program Year



CITY OF COLUMBUS
Department of Community Development
CDBG Application For Funding
Program Year 2007

MAILING ADDRESS:

*Attn: Judy Jackson, Director
Department Of Community Development
City of Columbus
123 Washington Street
Columbus, IN 47201*

INTRODUCTION:

This application is for **Community Development Block Grant Funds**. It is not meant to be inclusive of all information needed to make a final determination of an activity's eligibility and fundability. Once the Department of Community Development receives this information, our staff will contact you to schedule a proposal review conference.

INSTRUCTIONS:

1. Please include a table of contents. All questions should be answered as complete as possible.
2. All information should be typed on 8 1/2 x 11 white paper with numbered pages.

SPECIAL INSTRUCTIONS FOR PRIVATE NOT-FOR-PROFIT ORGANIZATIONS:

1. Attach a current list of Board of Directors and the organizational chart.
2. Provide organizations' 2006 financial statement of income and expenses, audit report (most recent), balance sheet or any other information clarifying organizations' expenses, income, and financial status.
3. Attach a resume for each Fiscal/Accountant official.
4. Attach the IRS ruling providing tax-exempt new only status under section 501(c)(3) of the IRS Code of 1986, as amended.
5. An official representative of the agency must sign the signature page, i.e. chairperson of the Board of Directors or Executive Director.



GENERAL SELECTION CRITERIA

All activities eligible for funding under the Community Development Block Grant (CDBG) program must meet at least one (1) of three (3) national objectives:

1. benefit low and moderate income individuals;
2. eliminate slum and blight; or
3. meet a need having a particular urgency, which is a detriment to the health and safety of the general public.

Any project selected for funding must comply with the City of Columbus's Consolidated Plan. In addition, projects selected must comply with the City's certification to benefit low/moderate income persons. The project must also meet objectives established in the Annual Action Plan.

The City of Columbus will consider the general criteria listed below when evaluating a project application. All projects will be reviewed for completeness at the proposal state, if deficiencies are identified your organization will be given the opportunity to make the necessary corrections. However, these corrections must be completed prior to the time the Consolidated Plan/Action Plan is submitted to HUD for funding.

1. The applicant must possess the legal capacity to carry out the proposed program.
2. The applicant must have an adequate administrative capacity to carry out the proposed project.
3. If the applicant has previously received funds under the City of Columbus's Community Development Block Grant, they must have successfully carried out the project. An applicant must not have any overdue audit or unresolved monitoring findings.
4. The applicant must clearly show the manner in which the proposed project will meet one of the three (3) national objectives listed above.
5. The applicant must show that the proposed project is an eligible activity under the CDBG regulations.
6. The applicant must document if there is any collaboration with other agencies in Columbus.



SELECTION CRITERIA

Proposed activities will be reviewed for eligibility and classification using the six (6) steps described below. Applications will also be evaluated based upon the City's housing and community development priorities as well as funding availability.

- STEP I** Determine if the activity is included within the listing of eligible activities in the CDBG regulations, as modified by statutory amendments.
- STEP II** Determine if the proposed activity falls within a category of explicitly ineligible activities, despite its apparent inclusion within the listing of eligible activities. For example, while many public facilities are eligible for assistance, there is an explicit statutory and regulatory bar prohibiting assistance to "buildings for the general conduct of government".
- STEP III** Determine if the proposed activity meets one of the national objectives for the program: (1) benefiting low and moderate income persons; (2) addressing slums or blight; and (3) meeting a particularly urgent community development need. Each CDBG assisted activity must meet at least one of these national objectives. The manner in which each type of eligible activity can potentially meet the national objectives is outlined in the CDBG Entitlement Program Guide to Eligible Activities.
- STEP IV** Insure that carrying out the activity with CDBG funds will not result in the grantee violating its certification that at least 70% of CDBG funds will benefit low and moderate income persons over one, two, or three consecutive program years, as specified by the City.
- STEP V** Review proposed costs of the activity to determine if they appear to be necessary and reasonable and will otherwise conform with the requirements of OMB Circulars A-87, "Cost Principles Applicable to Grants and Contracts with State and Local Governments". A-122, "Cost Principles for Not-For-Profit Organizations," or A-21 "Cost Principles for Educational Institutions," as applicable.
- STEP VI** Complete the environmental review and clearance procedures for the activity. Those procedures are set forth in 24 CFR Part 58. The City is prohibited by law from releasing funds for a CDBG activity until it certifies that it has met its responsibilities with respect to environmental protection.



ELIGIBILITY CRITERIA FOR PUBLIC SERVICE PROGRAMS

ELIGIBLE ACTIVITIES: CDBG funds may be used to provide public services (including labor, supplies, and materials), provided the public service meets a national objective of the CDBG program and provided that each of the following criteria is met: the public service must be either (a) a new service, or (b) a quantifiable increase in the level of a service above that which has been provided by or on behalf of the City during the (12) months prior to application submission.

INELIGIBLE ACTIVITIES: Public services do not include, political activities, payments to individuals for their food, clothing, rent, utilities or other income payments, and operating and maintenance expenses except the cost of operating and maintaining that portion of the facility in which the service is located is eligible as part of the public service.



CITY OF COLUMBUS
COMMUNITY DEVELOPMENT BLOCK GRANT
2007 APPLICATION for FUNDING

Project Title: _____

Agency: _____

Contact Person: _____

Title: _____

Address: _____

Phone: _____

Amount Requested:

\$ _____

Amount Approved:

\$ _____

Check only:

- ☐ Grant
- ☐ Loan

I. State the agency's mission statement. (25 words or less)

II. Give a brief summary/description of program which includes:

A. The need or problem to be addressed which will meet the community development priorities:

1. State the population the agency will target and the area that will benefit from the services.
2. State the anticipated number to be served and how they will be documented by recipient.

B. Describe the work to be performed by the agency such as:

1. Listing of activities that will be provided or completed during the program year and an implementation schedule detailing how each task will be accomplished.



2. Services that will be provided under this program.
3. State the goals and objectives of the program.
4. State how your agency measures the success, outcomes or impacts of this program.
5. State the percentage of your participants who are low to moderate income individuals and Columbus residents.
6. State how your agency verifies residency.
7. Provide a proposed budget detailing each line item such as supplies, equipment, and travel etc.
8. Provide a timeline that demonstrates program activities and funding requirements.

III. Agency's Structure

A. Personnel

1. Provide a description of agency's staff positions and qualifications.
2. Provide a description of personnel manual with Section 3, affirmative action, and grievance policy incorporated.
3. Provide an organizational chart, which describes the agency's administrative framework, staff position, salaries, and responsibility of each individual staff.

B. Financial

1. Provide a detailed current budget that includes a listing of itemized revenues, expenses, and how the funding will be spent.

Activity	Amount from other funding	Amount from 2007 funds requested for this activity

2. Identify commitments received from other funding sources that are ongoing:

Date of Receipt	Grant Source	Annual Amount

3. Identify funding that you are currently seeking from other agencies:

Date of Receipt	Grant Source	Award Amount

4. Identify all efforts at fundraising during the past year and indicate the amount of funds raised:

Date	Fundraising Event	Amount of Funds Raised

5. Describe the agency's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.
7. Provide a copy of tax-exemption determination form from the Federal Internal Revenue Service (**IRS**) and the State Tax Board **501 (c3)**. This is a requirement of non-profit organization in order to receive CDBG funding.

C. Audit

1. The agency must submit a copy of its most current audit including the CDBG portion of the audit cost in its CDBG project budget.
2. Attach a resume for each Fiscal/Accountant official.
3. Is this agency subject to any current judgments, lawsuits, or IRS arrearages, etc.? If yes, please explain:

D. Insurance/Bond/Worker's Compensation

1. Provide information regarding liability insurance coverage, amount, and with what agency.
2. Provide information in regards to payroll taxes and worker's compensation, which is required by the Federal and State Laws.
3. Provide information on fidelity bond coverage for principle staff who handles agency's accounts, amount, and with what agency.

E. Board of Directors

1. Complete the following chart with a listing of current Board of Directors that includes the name, telephone number, address, occupation or affiliation of each member; and must identify the principle officers of the governing body.

Name	Address	Occupation	Title in Organization

2. How is the board selected?
_____ Election by board _____ Appointment by Board
_____ Election by membership _____ Other
 3. How many persons do the by-laws specify to be on the board? _____
 4. List dates and time of organization's regular board meetings.
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All submissions must include the following required documents:

- ❖ **Articles of Incorporation/Bylaws** are the documents recognized by the State as formally establishing a private corporation, business, or agency.
- ❖ **Authorization to request funds** consisting of a copy of minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded.
- ❖ **Authorized official** who has the authority to negotiate for and contractually bind the agency must submit a signed letter from the Chairperson of the governing body or each authorized individual which provides the name, title, address, and telephone number.

REMEMBER: If a proposal is approved, all Federal regulations must be complied with, city procedures must be followed, an environmental review must be completed, HUD release of funds must be obtained and appropriate contracts must be approved.



CERTIFICATION

This application is for **Community Development Block Grant Program funds**. It is not meant to be inclusive of all information needed to make a final determination of an activity's eligibility and fundability. Once the Department of Community Development receives this information, our staff will contact you to schedule a proposal review conference.

I certify that submission of this proposal has been duly authorized by the governing body of the (name of organization) _____;
and that (name of authorized person) _____
has the legal capacity to carry out the duties and responsibilities of the proposed project.

I certify that I am the:

_____ President, Board of Directors
_____ Executive Director
_____ Other (name and title)

I certify to the best of my ability the information provided here within is true and correct.

Signature

Date

Typed Name and Title

Employer I.D. Number

